

SOUTH SUBURBAN COLLEGE
Police Department

To: Ofc. Oscar Galarza

From: Sergeant Albert Benney

Date: 16 October 2017

Re: Suspension (Failure to complete job duties)

On Thursday 05 October 2017 Ofc. Galarza was assigned to secure the main building exterior doors. On the morning of Friday 06 October 2017 door number 9, which is located southwest corner of the Cafeteria was found unlock and unchained. The discovering was made during routine opening of the building. This is a failure to complete the duties that were assigned to Ofc. Galarza. This the third infraction of this nature, therefore resulting in a one day suspension. The suspension will be serviced on October 18, 2017. If any other infractions of this nature are committed it will result in further disciplinary action up to and including termination.

This document is to be signed by the employee to indicate that it has been read and understood.
Signing does not indicate agreement.

Oscar A Galarza #13 DATE 16 OCT. 2017

cc:

PERSONNEL ACTION FORM

Employee Name:
Oscar Galarza

Colleague ID# XXXXXXXXXX Date : 10/24/2017

Department : Campus Police

Address :

Position Name : Support Staff

<input type="checkbox"/> New Hire	<input type="checkbox"/> Full Time:
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Faculty – College Credit 513/515
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Community Education 513
<input type="checkbox"/> Temporary 519	<input type="checkbox"/> Continuing Education 514
<input type="checkbox"/> Student Employment 518/1	<input type="checkbox"/> Part-Time :
<input type="checkbox"/> Faculty Overload 5131-2	<input type="checkbox"/> College Credit 514
<input type="checkbox"/> Faculty Stipend	<input type="checkbox"/> Community Education 514
<input type="checkbox"/> Substitution	<input type="checkbox"/> Continuing Education 514
<input type="checkbox"/> Adjustment	
<input type="checkbox"/> Rate Change: Old Rate _____	New Rate: _____

Account Number	Position Code	Amount /Rate	Hours	Week	Number Pays	Employment Date Start/End	Salary Computation (for Personnel Use Only)
02-7040-70001-5107001		21.84	7		1		Deduct \$152.88 – for
							One Pay on
							10/27/2017

Faculty: Courses & Section	Contact Hours	Credit Hours	CHE or Hours

Additional Information:

Suspended without pay: October 18, 2017

APPROVALS

Cost Center Director

Dean

Vice President

President

Human Resources

Business & Accounting

PERSONNEL ACTION FORM							
Employee Name : Oscar Galarza					<input type="checkbox"/> New Hire <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary 510 <input type="checkbox"/> Student Empl. 518/11 <input type="checkbox"/> Faculty Overload 513.1-2 <input type="checkbox"/> Faculty Stipend <input type="checkbox"/> Substitution		
ID # [REDACTED]		Date: 08/14/2017			<input type="checkbox"/> Full-time: <input type="checkbox"/> Faculty-College Credit 513/515 <input type="checkbox"/> Community Education 513 <input type="checkbox"/> Continuing Education 514 <input type="checkbox"/> Part-time: <input type="checkbox"/> College Credit 514 <input type="checkbox"/> Community Education 514 <input type="checkbox"/> Continuing Education 514		
Department: Campus Police							
Address							
Position Name: Support Staff					<input type="checkbox"/> Adjustment <input type="checkbox"/> Rate Change: Old Rate _____ New Rate _____		
Account No.	Position Code	Amount/ Rate	Hours	Weeks	Number Pays	Employment Dates Start/End	Salary Computation (for Personnel use only)
02-7040-70001-5107001		22.54	0.25		1		Deduct \$5.64 -- for one
							Pay on 08/18/2017
FACULTY: Course and Section	Contact Hours	Credit Hours	CHE or Hours	Additional Information:			
				Absent without pay:			
				July 18, 2017 > 0.25hrs			
				APPROVALS:			
				Cost Center Director	Dean	Vice President	
				President	Human Resources	Business & Accounting	